



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-14

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: On-Line System User's Manual Reissue

The Office of State Uniform Payroll has reissued the On-Line System User's Manual. Included in this reissue are changes for Y2K, name conversion, bond changes, new retirement and hospitalization code changes and other various deduction code changes. The OSUP home page has been updated with the reissued manual (www.state.la.us/osup/osup.htm).

OSUP will not be mailing a hard copy of this manual. Each agency with internet access will be able to view/print the manual from the website. Agencies will be notified of future revisions via OSUP Memorandums, and these revisions must be accessed from the website. If your agency does not have internet access, contact the UPS Help Desk at (225) 342-8928. **Please print the reissued manual and replace your current manual with the new manual.**

The Internet version is formatted with Adobe Acrobat. You will need Adobe Acrobat Reader to view and/or print the manual. This is a free software that is available from OSUP's website for your convenience.

Most sections of the manual can be accessed (linked to) directly from the Table of Contents. The Table of Contents incorporates both "manual" and Adobe ("Internet") page numbers. When printing or scrolling to a particular page number in Adobe Acrobat, reference the Internet page numbers in the Table of Contents.

If you have any questions, please contact the UPS Help Desk at (225) 342-8928.

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